

MEETING SUMMARY AND ACTION PLAN FORM

Meeting: _____

Meeting Date: _____

Chair: _____

Facilitator: _____

Recorder: _____

Key Issues or Discussion:

Action to be Taken	Person Responsible	Deadline	Completed

List of Attendees Attached

Next Meeting: _____

AFTER MEETINGS: MEETING SUMMARY AND ACTION PLAN REPORT

A meeting summary and action plan report can convey additional information or a sense of the tone of discussion that can be difficult to capture in the short form format. At the same time, it takes additional time and effort to prepare.

Such a report can be especially useful if the conclusions reached or decisions made at the meeting will have to be addressed by individuals who were not present. This is almost always the case with the results of public meetings or with discussions after presentations, as well as with some internal meetings. It can also be useful if the topic of the meeting will be addressed at a much later date by those who attended.

If a meeting warrants the preparation of a summary report, it should include enough information to allow the reader to reconstruct the substance and tone of the discussion, as well as any conclusions reached. It should include the following:

- the purpose, date, and location of the meeting;
- who participated, and their roles (if this information is available);
- the agenda, as modified during the course of the meeting;
- summaries of presentations made during the meeting;
- attachments of materials used during the meeting;
- transcripts of any discussion records made on flipcharts or other media;
- a list of any decisions made, or actions agreed upon, with responsibilities noted.